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**James A. Carder**  
Director  
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## **MEMORANDUM**

**TO:** State Agencies

**FROM:** OA/Division of Accounting

**DATE:** June 12, 2003

**RE:** Automated SAMII Financial Quarterly Suspense File Clean Up

The Office of Administration (OA) has created a job that will automate the SAMII Financial Quarterly Suspense File clean up. This job will run each year on the second to last workday of June, and the first workday of October, January, and April. The first time this job will run will be on June 27, 2003.

The document types listed below that are three months old or older from the **initial** date of the document will be removed from the suspense file. Previously the last date shown on the suspense file was utilized to determine if the document met the criteria of being three months old or older. This automated job will use the initial date of entry rather than the last date shown on SUSF. Please ensure that all staff in your agency is aware of this change because the update of the Last Date will **not** keep a document on SUSF when the Suspense File clean up job runs. Agencies are responsible for ensuring that any document included in the document types listed below are entered and accepted within 90 days of the initial entry date.

The document types that will be deleted when this job is ran are BT, CI, CR, CRQ, FB, FC, FD, FM, FS, FT, FX, IA, JB, JBR, JC, JV, MN, MP, NF, NR, OC, PA, PB, PCQ, PCT, PDQ, PG, PGQ, PI, PJ, PJR, PT, PV, PVA, PVE, PVQ, PVS, PVV, PX, PZ, P1, RB, RC, RE, RM, RX, RXQ, SC, SCS, SN, SR, TI, TR, UC, and VIQ. This job will **not** delete document templates with a TEM prefix that are in HELD status and the payment vouchers with a PR or RT prefix for Human Resources.

We will not be sending a notice prior to running the job each time as we have done in the past because it is now on a set schedule. Please distribute this information to all applicable staff in your agency. If you have any questions, please contact your Agency Customer Service Coordinator (ACSC). Your ACSC will contact OA/Division of Accounting Agency Customer Service desk if necessary.